



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

MITCH IRWIN
DIRECTOR

February 13, 2003

TO: Department Directors
Department Administrative Officers
DMB Real Estate Contacts

FROM: Tom Saxton, Director
Tenant and Land Services

Okey Eneli, Director
Infrastructure Services

SUBJECT: State Utility Reduction

In compliance with Governor Granholm's announcement on January 31, 2003 directing immediate administrative budget cuts, the Department of Management and Budget will implement utility reductions in all state owned, managed and leased facilities effective April 1, 2003. This procedure will remain in effect until further notice.

These restrictions will include:

1. All primary lighting will be turned off in state facilities from 9:00 PM to 6:00 AM Monday through Friday. On weekends, primary lighting will be turned off beginning at 9:00 PM Friday to 6:00 AM Monday. This restriction will also apply to state holidays. Correctional institutions, MSP posts, emergency/medical facilities and state parks are exempt.
2. All departments will be required to initiate and enforce an internal policy with procedures, that direct employees to shut off all personal computers, task lighting, equipment and appliances during these restricted hours.
3. Employees who find it necessary to use a facility during restricted periods may do so if necessary. Primary lighting will not be turned on to accommodate their use of a facility unless an exemption has been pre-approved. Employees can use task lighting provided for their work site in such cases.
4. DMB will review for approval, requests for permanent and temporary exemptions to these restrictions. The attached exemption form must be submitted to DMB by February 21, 2003 for consideration of permanent exemptions. This form may be submitted electronically to Dave Stevens at stevensd1@michigan.gov and must be approved by the affected department director or designee. This same form may be used for temporary requests three-business days prior to the date needed. Contact the Tenant Services Customer Service Center at (517) 373-6227 for an electronic copy of the exemption form.

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5. Each department is responsible for identifying lease properties occupied by their agency and initiating utility restrictions identified in this directive. DMB Real Estate can assist you with lessor compliance if necessary.

6. In order to comply with these restrictions, janitorial and maintenance services will only occur between 6:00 AM Monday through 9:00 PM Friday. DMB will provide a detail of scheduled hours as well as reductions in these services at a later date.

Thank you in advance for your cooperation. The reductions in state expenses realized from these actions will greatly assist in reducing the state's overall budget situation.

Should you have any questions, please contact Dave Stevens, Tenant Services at (517) 373-2107.

Attachment

cc: Mitch Irwin, Director
Department of Management and Budget

